

Undergraduate
Program

**SECONDARY
SCHOOL TEACHING**

Student Handbook

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1. PURPOSE OF THE HANDBOOK

The purpose of this handbook is to provide undergraduate students with information about secondary education program policies. This handbook provides only a portion of the information necessary for success in one's studies. An understanding of the Creighton University Bulletin and **regular consultation with faculty advisors** are essential elements for successful completion of the program in secondary education. Please note that the University retains the right to make program changes at any time.

2. ADMISSION AND ADVANCEMENT IN THE TEACHER EDUCATION PROGRAM

Authority for selection and retention of students in the Education Department rests with the Selection and Retention Committee. Policies are formulated through the involvement of all members of the Education Department in accordance with university policy. Students are notified in writing regarding admission status once the Committee has reviewed their applications. The Selection and Retention Committee continues to assess a student's progress as they advance in our program.

Besides being monitored with respect to grades and fieldwork, the student will also periodically be evaluated on other criteria which bear on one's suitability for the field of education, including but not limited to: organizational skills, completion of assigned tasks, effort, motivation, professionalism, integrity, consideration for others, and interpersonal skills. In the event the student is found to be lacking in any one of these areas, he or she will be counseled by the instructor / advisor / program director on ways to improve in that area. If a student ranks low in one of these areas and does not improve, the Education Department reserves the right to dismiss from the program any student who does not meet acceptable department standards. A student may also be dismissed from the Department, or may be prevented from moving from one level to another level within a program, for one serious violation of the standards described above.

Our program has four levels.

- I. Student takes EDU 170, 208 & 211 to explore the education profession. (A background check is required in order to register for EDU 208 & 211.)
- II. Student who meets admission criteria is accepted in the program and may register for 300 level courses.
- III. Student who meets criteria is approved for clinical practice (student teaching).
- IV. Student who meets criteria is approved for graduation and may apply for a state teaching certificate.

2(A). Admission Criteria

Undergraduate students must meet all of these criteria and submit all items in order to be accepted to level II of our program and enroll for 300 level courses.

1. Demonstrate a 2.5 or higher cumulative GPA
2. Submit notarized Professional Statement
3. Submit passing scores on the Praxis I Core Tests
4. Submit department and co-major applications
5. Submit personal statement
6. Submit one letter of recommendation
7. Submit one official copy of your university transcripts including passing grades for Level One courses

2(B). Ongoing Student Assessment and Reporting Policies

Notarized Professional Statement

These statements are collected two times during a candidate's program: prior to admission, and prior to student teaching. Candidates are informed in all course syllabi that should their status change, they are charged with the responsibility of notifying the Director of Field Experiences.

Background Check

Given the requirements in most school districts that a background check will be required for individuals involved in extended contact with PK-12 students in the schools, the Creighton University Education Department will require university students involved in field experiences, practica, internships, or student teaching (field experiences) to complete a background check a minimum of two times during their program of study with a background company selected by the Education Department. The initial background check must be completed with registration for EDU208 and EDU 211.

Minimum GPA Policy

- Students must demonstrate a 2.5 or higher cumulative grade point average in their undergraduate course work in order to be admitted to level II of the program. This is a State of Nebraska requirement which cannot be waived or appealed.
- Once admitted to the program, students must maintain a 2.5 or higher cumulative grade point average.
- Students will not be admitted to student teaching (level III) if they are unable to demonstrate that they have earned a 2.75 or higher cumulative grade point average in their undergraduate course work. This is a State of Nebraska requirement which cannot be waived or appealed.

Minimum Letter Grade Policy

- To be accepted for credit towards teacher certification and advancement in the education program, a student must earn a grade of (C) or higher in each required education course.
- Required education courses in which a student earns a grade of (D) or (F) must be repeated and a grade of (C) or higher obtained before a student can advance in the education program.
- Students who earn a grade of (D) in a course in their content area are strongly encouraged to retake the course prior to student teaching.
- Students who earn a grade of (F) in a required course in their content area must retake the course and earn a passing grade prior to application for teacher certification.

Field Experience Policy

As part of Creighton University's secondary education program, the pre-service teacher has a wide range of opportunities to demonstrate and learn the knowledge, skills, dispositions and values associated with a career as an educator. Students submit work samples from field experience sites that demonstrate work with students. Samples would include, but not be limited to: description of the students and learning styles, lesson plans and adaptations, evaluations of learning, student progress, and reflections regarding how to improve the teaching process in the future. These work samples must meet the criteria set by the instructor.

Prior to student teaching, pre-service secondary teachers will have had experiences in junior and senior high grades, public and parochial schools, and diverse settings with students from many backgrounds. The student must contact the teacher at a school site and complete the practicum experience that is part of EDU 211, EDU 341, EDU 525 & and EDU 575. Failure to submit a completed time log and/or poor evaluations in the field experiences may lead to dismissal from the program.

Dismissal Policy

Decisions to retain and dismiss students from the undergraduate education program are made by the Selection and Retention Committee of the Education Department.

Level III Advancement Policy

The Selection and Retention Committee of the Education Department will review all information submitted by potential candidates for advancement to Clinical Practice (student teaching). Candidates must have maintained satisfactory progress throughout all education coursework and field experiences. A minimum of a 2.75 cumulative GPA and a completed student teaching application are required. Students must successfully complete all required co-major courses and 100 practicum hours prior to the start of student teaching (EDU 170, 208, 211, 341, 342, 525, 548, 575, and 583).

Level IV Advancement Policy

The Selection and Retention Committee will review all information submitted by potential candidates for recommendation of graduation and authorization for certification.

Candidates will be required to submit evidence of successful completion of course work and field experiences. A minimum of a 2.75 cumulative GPA is required.

2(C). Selection and Retention Appeal Process

A student desiring an exception to the established criteria for admission, retention or program requirements may submit a completed Request for Exception in the Education Department Form to the Chair of the Selection and Retention Committee. Forms may be obtained from Education advisors, the Chair of the Selection and Retention Committee, and/or the Administrative Assistant for the Department. Committee members will evaluate the request, make recommendations for a solution, and notify those involved of their findings. The Committee will not grant exceptions to CAEP or NDE requirements. For appeals not related to admission, retention, or program requirements, contact the Department Grievance Committee (Professors Doyle and Mausbach). For grade appeals see Section #4.

3. STUDENT RESPONSIBILITY

Each student is personally responsible for completing all requirements established for his or her degree by the University and Department. It is the student's responsibility to inform himself or herself of these requirements. A student's adviser may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard. The University reserves the right to modify requirements at any time.

Although the University encourages the widest amount of student responsibility, with a minimum of administrative regulation, it expects each student to maintain appropriate standards in his or her academic and personal life. The University reserves the right to terminate the registration of any student who does not meet the standards acceptable to the University.

To maintain accurate records, it is essential that each student keep his/her Education advisor updated with any change in name, address, phone number, and/or employment. After graduation, Department members may wish to contact graduates regarding employment opportunities, workshops, speakers, or to evaluate programs.

4. GRADE APPEALS

The instructor has jurisdiction in determining grades; however, the student has the right to appeal a grade that the student believes to be in error. The appeal process may involve the following steps (the issue may be resolved at any level):

- The student confers with the instructor involved.

- The student and the instructor (preferably together) confer with the chair of the department.
- When the foregoing steps do not resolve the issue, the student may initiate a formal written appeal to the Dean. Normally, the Dean will forward such appeal to the appropriate committee for its review and recommendation. A formal appeal should not be entered upon lightly by a student or lightly dismissed by an instructor. A formal written grade appeal may be made no later than the sixth week of the following semester. Under ordinary circumstances, the appeal of a passing grade is not considered.

5. TRANSFER CREDIT

At the undergraduate level, all co-major coursework must be completed at Creighton. See the program director for special circumstances.

6. CAPSTONE INFORMATION

6(A). Clinical Practice (student teaching)

The normal program provides for 16 weeks of all-day practice teaching. Students follow the calendar of their district.

Clinical Practice Location

Students who are completing an educational certification program at Creighton University must complete their clinical practice in the Omaha metropolitan area. A member of the Education Department at Creighton University or a designee will provide supervision for this experience.

6(B). Degree Completion and Certification

Each candidate must file with the Registrar a formal application for the degree. This must be done in advance of the time one wishes to receive the degree, namely, by October 1 for graduation at the end of the First Semester, by February 1 for graduation at the end of the Second Semester, and by June 1 for graduation at the end of the Summer Session.

If for some reason a degree is not awarded after application is made, it will be necessary for the student to file another Application for Degree by the deadline of the term when the degree requirements are expected to be met.

Eligibility of a student for a degree depends upon successful completion of all requirements established for the degree sought. Further, to receive a degree a candidate

must be of good moral character and must have discharged all financial obligations to the University.

Certification information relative to Nebraska is provided to students by the Certification Officer. Appropriate application forms and specific directions are provided for completion of these forms. Certification is not automatic upon the completion of degree and/or coursework. Students must initiate the process; obtaining and completing application forms and remitting of appropriate fees are included in this responsibility. Students who are interested in being certified in states other than Nebraska may obtain addresses, phone numbers, and web sites (if available) for other state departments of education from the Certification Officer. Questions about this procedure may be addressed to the Certification Officer at 280-3583 or by visiting Eppley 449.

6(C). Placement Services

The Teacher Placement Office, which is housed in the Education Department, provides placement services to both undergraduate and graduate students. Seminars about establishing a credential file, creating a resume, interviewing, and obtaining recommendations are conducted during each semester. Students are encouraged to engage in the process of establishing a credential file. Questions about this procedure may be addressed to the Certification Officer at 280-3583, or by visiting Eppley 449.

7. STUDENT ORGANIZATIONS

STUDENT EDUCATION ASSOCIATION OF NEBRASKA (SEAN), Creighton Chapter

The Student Education Association of Nebraska (SEAN) is composed of students who are pursuing teacher education. Its purpose is to help members become better teachers through various activities and to disseminate information to its members about the ideals, ethics, history and programs of the teaching profession. Membership in the Creighton chapter includes membership in the state (NSEA) and national (NEA) organizations. SEAN, through dues paid by members, provides liability insurance for those members who are aiding, assisting or student teaching in schools.

Students may apply for membership in SEAN at www.nsea.org.

8. FEES

Students in the secondary education program must pay a number of fees. These fees include but are not limited to:

Fee	Date Paid Co-major & BS Elementary Ed.	Date Paid Secondary M.Ed. Students
Praxis I Exam Fee	When registering for exam	During application to Graduate School
Background Check Fees	Prerequisite for EDU 208/211 and student teaching	Prior to admission and prerequisite for student teaching
SEAN Fees (liability insurance)	Prerequisite for student teaching	Prerequisite for student teaching
Safe Environment Training Fee <i>(Catholic school student teachers only)</i>	Prerequisite for student teaching	Prerequisite for student teaching
EECIA Exit Exam <i>(elementary education only)</i>	Prior to student teaching	Prior to student teaching
Secondary Praxis II Content Exam	Prior to student teaching	During application to Graduate School
Certification Fees <i>(non-Nebraska residents pay for finger-printing)</i>	When applying for certification	When applying for certification
Application Fee		During application to Graduate School
Parking Permit Health Insurance		Every year in program
University Fees Technology Fee	Every semester	Every semester

9. PROFESSIONALISM FOR EDUCATION STUDENTS

Remember that you are a pre-professional representing yourself, the teaching profession, and Creighton University. Use good judgment. Always follow guidelines that are specific to each school regarding appropriate attire, ornamentation such as jewelry, piercings, and visible tattoos, gum chewing, wearing hats or caps, carrying beverages, eating in the classroom, etc.

Different districts, school communities, principals, and teams have different dress expectations. In some settings, jeans maybe routinely accepted. In others, the unwritten rule may be “no denim”. Ask your cooperating teacher or principal for suggestions about acceptable dress codes. As a rule, it is better to dress conservatively/professionally unless you learn otherwise. Dressing professionally makes you look and feel professional and helps younger teachers command more respect.

Guidelines for Females:

- Never show cleavage, no matter how you bend.
- Never let any midriff show, front or back.
- Skirts ought to come below the knees.
- Comfortable dress shoes without heels.

Remember that you may need to dress for sitting on the floor, reaching the chalkboard, or climbing in order to reach shelves and bulletin boards.

Guidelines for Males:

- Tucked in collared shirt, dress pants, and dress shoes.
- Ties are encouraged.
- No baseball caps.

Suggestions:

- Wear clean, neat, pressed clothing that does not have holes.
- Remove caps and hats on site.
- Only wear jeans if a school authority has told you that that is permissible and then only under the approved circumstances. (For example, if teachers are allowed to wear jeans with school shirts on Fridays, be sure that it is Friday and that you are wearing a school shirt.)

General Guidelines:

- Always be on time. If you can't be there at the appointed time, call the school. The same rule applies if, for some reason, you cannot be at school on a specified day.
- Smoking is prohibited on school grounds. Do not let students see you smoking in your car or by your car.
- Gum chewing should be avoided.
- Cell phones, pagers, and text messaging should be turned off.